

EDITED KSA WORKSHEET

CLASS: Correctional Sergeant

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	General knowledge of principles and practices of correctional administration, rehabilitation and methods of discipline, as it applies to persons under restraint, to effectively provide public safety and comply with Federal and State laws, court mandates, regulations, etc.
K2	Basic knowledge of principles and practices of personnel supervision, training and discipline to effectively supervise the daily operation within facility/work site.
K3	General knowledge of First Aid to effectively provide first responder/emergency medical care.
K4	General knowledge in the use and care of firearms for the safety of staff, inmates and the public.
K5	Basic knowledge of the Department's Equal Employment Opportunity objectives to ensure a discrimination-free work environment.
K6	Basic knowledge of a supervisor's role in the Employee Equal Opportunity (EEO) Program and the processes available to meet the Department's EEO objectives as it relates to the supervision and management of departmental personnel.
K7	General knowledge of Cardio Pulmonary Resuscitation (CPR), to effectively provide first responder/emergency medical care.
K8	Basic knowledge of training (e.g., Coleman, Armstrong, Clark, Use of Force, Plata, Perez, Valdivia, etc.), to ensure staff fulfill the operational requirements of the department and the development needs of the employee.
K9	Basic knowledge of the various prison gangs and disruptive groups, (e.g., behavior, activities structure, etc.) in an effort to minimize disruptions that impede the orderly operation of the institution.
K10	General knowledge of the inmate appeal process (e.g., Inmate/Parolee Appeal Form (CDCR 602), Reasonable Accommodation Request Form (CDCR 1824), etc.) in order to review and respond within the specified time constraints.
K11	Basic knowledge of computer usage (e.g., software programs, etc.) to maintain accurate records, communicate effectively, contribute to the department's needs, etc.

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#	Knowledge, Skill, Ability
	Skill to:
S1	Skill to plan, assign, and direct the work of others to effectively supervise an area of responsibility and provide for the safety of staff, inmates and the public.
S2	Skill to control, direct and instruct inmates, individually and in groups, to maintain the orderly operation of the facility, the safety of staff, inmates and the public.
S3	Skill to interpret and enforce institutional rule and regulations with firmness, tact, and impartiality to maintain the orderly operation of the facility, the safety of staff, inmates and the public.
S4	Skill to promote socially acceptable attitudes and behavior of inmates or parolees and to rate their conduct and productivity accurately and impartially to maintain the orderly operation of the facility, the safety of staff, inmates and the public.
S5	Skill to think and act quickly in emergencies in order to determine and implement effective and appropriate courses of action.
S6	Skill to make arithmetic computations in order to account for inmates and manage resources.
S7	Skill to analyze situations accurately and adopt an effective and appropriate course of action.
S8	Skill to keep records and prepare reports in order to provide information, documentation, historical data, etc.
S9	Skill to effectively contribute to the department's EEO objectives in order to create and maintain a fair and equitable work environment free of harassment and discrimination.
S10	Skill to use and operate computerized equipment to create documents, query, input, retrieve and update database information, etc. to monitor, track and supervise staff/inmate assignments, etc.